



Office of Accreditation and Teacher Quality
700 Governors Drive
Pierre, South Dakota 57501

certification@state.sd.us

Teacher Certification Renewal Application **Instructions & Requirements**

Five-year renewal – All credits must relate to the area in which the teacher is qualified to teach or be applicable to an added endorsement or advanced degree. College credit may be graduate or undergraduate. Credits taken after the issue date on your certificate will count toward the next renewal.

- **Bachelor's degree** – To renew your certificate, you must have obtained six credits, at least three of which must be verified on an *official* college transcript. The remaining three credits can be any combination of transcribed credits, Department of Education (DOE) renewal credits, or continuing education units (15 hours = 1 CEU credit).

DOE renewal credits and/or CEUs in excess of three hours that were earned PRIOR to January 1, 2004, will be accepted in lieu of the above requirements as laid out in § 24:15:03:06

- **Advanced degree** - An advanced degree includes Masters, Doctorate, Specialist, or National Board Certification. To renew your certificate, you must have obtained six credits, which can be any combination of transcribed college credits, DOE renewal credits, or CEUs.

Lapsed renewals – To update a lapsed certificate, you need to submit *official* college transcripts verifying completion of six credits obtained within the five-year period immediately preceding this application. Applicants must verify completion of three credits in Human Relations and a three credit course in South Dakota Indian Studies approved by the department.

One-year renewal – Applicants who do not meet all of the renewal requirements may be issued a one-year certificate. If needed, a one-year certificate may be renewed one time.

Ten-year certificate - The department may issue a *one-time* ten-year certificate to an applicant who has completed an advanced degree since October 2000. An advanced degree includes Masters, Doctorate, Specialist, or National Board Certification. The certificate shall be issued from the date of completion of the degree. The ten-year certificate does not eliminate the need for educators to earn six credits for future renewal. Credits taken after obtaining a ten-year certificate can be any combination of DOE renewal credits, CEUs, and transcribed college credits.

Limited Vocational Certificate - Teachers with limited vocational certificates must comply with the requirements of their professional development plan (PDP).

To renew your certificate, mail the following to the Department of Education, Office of Accreditation & Teacher Quality, 700 Governors Drive, Pierre, SD 57501:

- Completed renewal application, *including* Applicant Conduct Review Statement
- Non-refundable processing fee in the form of money order, cashier's or personal check payable to the Department of Education ****Please refer to page 3 to indicate desired certificate and applicable fee****
- Indicate if any additional endorsement(s) should be added and include appropriate official transcript(s) to support your request. If you completed an approved program from an accredited university, you will need to include the university sign off form: <http://doe.sd.gov/oatq/teachercert/docs/AddPrepSignOff.doc>
- Praxis scores (if applicable)
- *Official* transcripts of completed courses and/or completed degrees, DOE Renewal Credit certificates, or verification of CEUs

HUMAN RELATIONS AND INDIAN STUDIES REQUIREMENT

If you were eligible for a South Dakota teaching certificate prior to July 1, 1993, **and** let your certificate lapse, you must complete both a Human Relations and a South Dakota Indian Studies course prior to your next renewal. Course strands are outlined on our website at: <http://doe.sd.gov/oatq/teachercert/indianstudies.asp> . The course(s) can be college transcribed or a Department of Education renewal credit. The course(s) may be part of the six credits required for renewal.

Three semester hours of both Human Relations and South Dakota Indian Studies are required of **out-of-state graduates** for the issuance of a five-year certificate.

RENEWAL APPLICATION FOR A SOUTH DAKOTA TEACHER CERTIFICATE

Office of Accreditation and Teacher Quality, 700 Governors Drive, Pierre, SD 57501 Phone 605-773-3553

Please use black ink to complete

I currently hold a _____ certificate, which expires(ed) _____.

_____ I am applying for a 1-year certificate (\$15.00)

_____ I am applying for a 5-year certificate. (\$30.00)

_____ I am applying for a 10-year certificate (\$20.00)

(This certification applies to educators who completed an advanced degree since Oct. 2000, and prior to March 2006)

_____ I am applying for a 10-year certificate (\$50.00)

(This certification applies to educators who completed an advanced degree after March 2006)

_____ Please add an endorsement(s) in _____ to my certificate. Please indicate if you wish to add this endorsement by transcript analysis _____ or a Praxis test score _____.

Praxis test #: _____ Praxis test score: _____ (You will need to verify this by submitting a copy of your test results).

Note: There is no additional fee charged if added at time of renewal. **Do not list endorsements that you currently hold.**

Social Security Number

Date of Birth

Last Name First Initial

Phone (Day)

Current Address

Phone (Evening)

City State Zip+4

Email (Work)

Email (Home)

Yes **No** Have you ever held a South Dakota Teacher Certificate under a different last name? If yes, under what name?

Summary of Credits

Title/Course # Description	Date	Institution	# renewal credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Each credit must be verified by an official transcript(s) or a Department of Education (DOE) renewal credit certificate, or a CEU. Indicate transcript(s) previously submitted with an asterisk ().*

Teaching Experience Since Issuance of Previous Certificate

Years/Months	Grade/Subject Area	School Address/Phone	Superintendent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR OFFICIAL USE ONLY FEE _____

APPLICANT CONDUCT REVIEW STATEMENT

SDCL 13-42-9, 13-42-10, 25-7A-56

GENERAL INFORMATION AND INSTRUCTIONS

Applicants **must** respond to all questions before an application for certification can be processed.

IDENTIFICATION INFORMATION	
Applicant Full Name (Last, First, Middle)	Previous Full Name or (nickname)
Social Security Number	Date of Birth (Mo., Date, Year)

Failure to answer any of these questions in a truthful and complete manner or failure to provide truthful information or documentation requested could lead to denial of a certificate to teach or hold an administrative certificate in South Dakota, or could lead to disciplinary action being taken against any teaching or school administrative certification that you possess.

Respond to **EVERY** item. If an arrow (➡) follows your response, follow the instruction given. Please attach any/all requested materials to your application, numbering the attachments with the number of the applicable item. If you do not respond to an item, or if the required attachments do not accompany your application, your application **may be significantly delayed**.

1. Have you ever been charged, indicted, summoned or tried in any criminal matter?

☐ YES ☐ NO

➡ If **YES** – Please explain briefly, and submit in hardcopy all certified documents relating to the criminal matter/offense.

Please attach all certified documents to your application and mail to: Teacher Certification, Department of Education, 700 Governors Drive, Pierre, South Dakota 57501. For questions regarding the Conduct Review Statement, you may call Lisa Lomheim at 605-773-4705.

2. Have you ever been convicted, been charged with, or pleaded guilty to any crime?

The term **conviction** includes a finding of guilt by a judge or jury, or admission of guilt or plea of guilty, or a plea without an admission of guilt. You must include those crimes where the sentence was stayed, suspended, executed or you received a suspended imposition of sentence.

The term **crime** includes misdemeanor and felony offenses. It does not include petty offenses such as minor traffic offenses, including but not limited to: Speeding tickets, stop sign violations, or careless driving offenses. If you are not sure whether the crime would be a minor offense, please include the offense.

All persons hired by a school district (either directly or by contract/agreement) shall submit to a criminal background check investigation by means of fingerprint checks by the Division of Criminal Investigation and Federal Bureau of Investigation. SDCL 13-10-12. Criminal convictions may be considered in hiring decisions. SDCL 13-10-13 Suspension or resignation of Employee for criminal conviction shall be reported to the Department of Education. SDCL 13-10-15.

☐ YES ☐ NO

➡ If **YES** – Please explain briefly. Please attach certified court documents indicating the crime for which you were convicted, the dates of your conviction or plea of guilty, and the dates you were sentenced, and the sentence imposed. If you

have been discharged from probation, include information regarding your discharge from probation. If you are currently on probation, provide the name and telephone number of your probation officer. Please attach all court documents to your application form and mail to: Teacher Certification, Department of Education, 700 Governors Drive, Pierre, South Dakota, 57501 For questions regarding the Conduct Review Statement, you may contact Lisa Lomheim at 605 -773 -4705.

3. **Has it ever been determined by a judge or jury in South Dakota or elsewhere that a child or minor adult was abused or neglected through your actions or omission?**

☐ YES ☐ NO

➡ If **YES** – Please explain briefly and provide court documents.

4. **Have you ever been in arrears or failed to pay child support in this state or elsewhere?**

Certificates will not be issued to anyone in child support arrears according to SDCL 25-7A-56.

☐ YES ☐ NO

➡ If **YES** – Please explain briefly and provide court documents.

5. **Have you ever had any credential, certificate or license authorizing school teaching or educational service suspended, revoked, voided, denied, cancelled, rescinded, or rejected for cause and /or otherwise taken away in South Dakota or in any other state, commonwealth, territory, or possession of the United States of America or elsewhere?**

☐ YES ☐ NO

➡ If **YES** – Please attach documents explaining the action, location(s), dates(s) and agency involved.

6. **Is there any type of adverse action pending against any credential, license or certificate that you now hold or have ever held that authorizes school teaching or educational service?**

☐ YES ☐ NO

➡ If **YES** – Please attach material explaining the action or charges, location(s), dates(s) and agency involved

7. Have you ever left employment, been discharged, terminated or resigned to avoid dismissal or disciplinary action?

☐ YES ☐ NO

➡ If YES – Please explain briefly.

8. Have you ever held a license, certificate or credential, other than as a teacher or administrator, which has been revoked, cancelled, rescinded, suspended or taken away in South Dakota or elsewhere? (i.e., certified public accountant, insurance agent, real estate broker, etc.)?

☐ YES ☐ NO

➡ If YES, state the license, certificate or credential held and present the status of each.

9. Is there any information not disclosed by your answers concerning your background, history, experience, education, or activities which may have some bearing on your character, moral fitness, or eligibility to teach or hold an administrative position in South Dakota and which should be placed at the disposal or brought to the attention of the South Dakota Department of Education?

☐ YES ☐ NO

➡ If YES, state the facts fully, but concisely.

* The Secretary of the Department of Education may deny, revoke or suspend a certificate for any cause which would have prevented its issue, plain violation of contract, gross immorality, incompetency, violation of the Code of Ethics effective July 1, 2001, flagrant neglect of duty or conviction of a crime involving moral turpitude. SDCL 13-42-7, 13-42-9 and 13-42-10. The Secretary may suspend any certificate for a period not to exceed one year for breaking or jumping a contract, if such suspension is requested by the school board. However, the secretary may not suspend a certificate for breaking or jumping a contract if the school board collected liquidated damages pursuant to the terms of the contract. SDCL 13-42-9.

AUTHORIZATION

I hereby authorize the Department of Education to review and inspect any and all records maintained by the State of South Dakota, Tribal entities and/or the Federal Government for the purpose of verifying the answers submitted above.

I further agree to provide any additional documentation or records requested by the South Dakota Department of Education that pertains to information submitted as a part of this application.

I declare and affirm under penalties of perjury pursuant to SDCL 22-29-9.1 that this application has been examined by me, and to the best of my knowledge and belief, is in all things true, accurate, complete and correct. I understand that any intentional falsification, misrepresentation or omission of facts or falsification of statements on accompanying documents may result in criminal charges and/or the denial of certification, and could affect the status of my teaching or school administrative certificate.

Signature of Applicant

Date